

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140176-8
REPORTS INVENTORY

DD5 / OTR / 155 - 219

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Course Dictionary by Title - Agency Training Record

2. TYPE OF REPORT	STATISTICAL
	NARRATIVE
	XX MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL	xx	TRAINING
LOGISTICS		SECURITY
MEDICAL		FINANCE

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semiannual

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc.)

Computer print-out

8. ADP PROCESSING

XX YES	IF YES GIVE ADP PROCESSING NO.
NO	600C

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OTR/ISS/AIR
OCS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
See Infor on 600A Report									

B. COSTS OF COMPUTER PRODUCED REPORTS

288 pages at 3¢ per page x 2 =				17.28
TOTAL COSTS PER YEAR				\$17.28

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

XX RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
CHANGE	
DISCONTINUE	

ESTIMATED SAVINGS		
MAN-HOURS		
0	0STAT	

15. DATE OF INVENTORY

9 OCT 1970 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140176-8

Records Management Officer, OTR

18. EXTENSION